Request to Schedule a Fire Alarm

Location	F A Test Date
Fire Alarm Contractor	Contact Person
Phone # & Type of devices	
Electrical Permit	Bldg Permit MRC #
Provide the "Contractors Acceptance Test and Completion Form" in order to schedule the FA	
The shop drawings are to be submitted for plan review. The cost of the fire alarm building permit will depend on whether the cost of the fire alarm was included with the general building permit.	
In order to schedule the Fire Alarm inspection all of the requested information must be submitted. Please submit this request along with supporting documentation via e-mail to Ron Muir: muirr@ci.detroit.mi.us. Mr. Muir can be reached by phone 313-224-3240, Monday thru Friday 8:00 a.m. to 4:00 p.m. In his absence please contact Dave Bell at 313-628-2458 and his email address is BellD@detroitmi.gov.	
Contact e-mail address	
Fire Marshal invoice number	
All applicants must contact the Fire Marshal (313-596-2954) and provide an invoice number prior to scheduling a fire alarm inspection.	
Important Information	

Device abbreviations: pnl=panel sd=smoke detector av=audio/visual dd=duct detector ts=tamper switch wf=water flow ps=pull station

Please use the abbreviations when filling out the Type of Device portion of the fire alarm schedule request form

Overtime Requests

Requests to schedule fire alarm inspections after hours or weekends must be pre-paid. The rates are based on a minimum of four (4) hours per inspector. The fee is \$664.00 per inspector Monday thru Saturday, Sunday is \$816.00 per inspector. A letter requesting the overtime with a check attached is to be addressed to Karla Henderson, and submitted to Lillian Ortiz in Room 408.

Fire Marshal

For overtime information regarding the **Fire Marshal** you must contact Steven Hurst at 313-596-2954. An overtime inspection will not be scheduled unless the **FM** invoice number is provided.